

# Yorkshire Water

## Event notification form

The Event Notification Form (ENF 1) attached should be used by organisers who wish to hold an event on land that they believe maybe owned by Yorkshire Water Services. Yorkshire Water land is in private ownership and landowner's permission is required to hold an event.

### Introduction

This document is aimed at providing assistance and advice to organisers who intend to hold events on land that they believe maybe owned by Yorkshire Water Services. The process will help organiser's run safe events and allow Yorkshire Water to provide information relevant for the safe running of the event. Good planning and management can lead to successful and sustainable events where everyone benefits and gets enjoyment whilst minimising negative impacts. Increasingly events are requested in fragile environments, and these need careful consideration and review. Yorkshire Water was involved with over 90 events in 2016, and some locations are popular and events can come into conflict.

**Please note** that this event notification does not replace the statutory notifications for licensing and other permissions required for the running of events from other bodies. Nor does it replace the need to seek various permissions from the relevant authorities, such as a road closure, entertainment licence nor permission from other landowners and managers for use of their land.

### Form ENF 1

The organiser should use form ENF 1 (attached) should they wish to notify Yorkshire Water of forthcoming event/s and seek advice and approval. This document caters for events irrespective of size or risk and should be completed accordingly, a copy of which should be kept for your reference.

This form along with documents that are applicable to your event, like the risk assessment forms, event management plan, insurance, route map, etc. should also be submitted as supporting evidence of good management.

### Other Parties

It is important that an organiser opens dialogue with the relevant parties at a very early stage of event planning. We may be able to help by supplying contact details, with the contacts permission. It is preferable that the notification is made in

a timely manner, ideally a minimum of **3 months** notice, or longer for a larger event. The nature and location of the event may trigger the need to enter into discussions with other individuals and relevant bodies, giving a longer lead in time for the event.

Not all events will require 3<sup>rd</sup> party liaison, and for smaller events it may be possible to review and have discussions between the partner and organiser by phone or email covering the management plan, risk assessments, other associated documentation and any recommended actions for the organiser. If a specific site visit or meeting with one or two specific partners are required, then this should be arranged between the organiser and relevant partner(s).

It may be necessary for the organiser to engage with the local community which may be affected by the event in the early stages of event planning and take into account any concerns raised. This may be best achieved by contacting the relevant parish council(s).

We can only help support event organisers and give advice based on the information and documentation supplied. It is for you to manage the organisation of the event. Yorkshire Water may seek to recover any costs incurred in support of your event.

**The responsibility for safety at an event rests with the organiser through the management and planning of the event.**

### **Event Types**

Yorkshire Water manages its land holdings for the production and management of water, raw, treated and waste. It also gives access to its land holding for the quiet enjoyment of the countryside. Events that have negative impacts may not be granted.

Where possible consider the use of routes that already exist, permissive and public rights of way, and tracks.

Avoid activities and times that may cause conflict e.g. moorland fell runs during lambing and bird breeding season.

Yorkshire Water does not allow swimming, sub-aqua/scuba diving, alcohol, pyrotechnics, amplified sound/music, overnight camping or open fires.

Yorkshire Water is less likely to approve events that include porta-loos, motor sports, or that disrupt or impact adversely on current users or agreements.

## **ENF 1 Form Completion**

Once completed, please return, along with any supporting documentation such as a management plan, risk assessment(s), insurance, route or site plan, etc. to:-

[philip.tennyson@yorkshirewater.co.uk](mailto:philip.tennyson@yorkshirewater.co.uk)

On receipt of the notification we will review the information to check Yorkshire Water's need for involvement and review any other contacts relevant e.g. tenants, commoners, Natural England, Local Authority (PROW) etc. It may be necessary for organisers to contact other interested parties to gain their approval or consent for the event. A decision will be made on Yorkshire Waters involvement in the event and the organiser will be notified.

If the event is approved, the event representative will be asked to sign two copies of a permit, returning both copies to YWS. YWS will counter sign the permits, returning one copy signed by both the event representative and YWS.

Please note, if you would like to run an event at Langsett Reservoir or the Washburn Valley (Swinsty, Fewston and Thruscross Reservoirs), you will need to contact us with advance notice as we will need to carefully consider parking, timing and numbers due to the high volume of visitors we're receiving at these sites. Please be prepared for your event request to be declined.

**Covid-19 note – please consider before submitting your form**

In line with the Government’s roadmap to control the spread of Covid-19, Yorkshire Water is asking event organisers to first consider how their event impacts local communities, our tenants, our operational colleagues and our recreational visitors. If government guidance changes, you may be asked to cancel your event at late notice. Please consider the below questions before submitting your ENFI form:

**Do the predicted government Covid-19 restrictions stipulate that your event is permitted? How is your event maintaining compliance with the restrictions?**

**What do the regulating bodies (Fell Running Association, English Athletics etc.) advise about your event? How is your event maintaining compliance with the advice?**

**Have you liaised with local stakeholders (local councils, emergency services etc.)?** If so, please provide evidence. If not, explain why you have chosen not to?

**How do you plan to control and manage the number and physical distancing of people involved at each stage in your event?** This could include participants, organisers, marshals, first aid personnel, spectators and other visitors.

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**Have you considered how any COVID-related travel and accommodation restrictions may impact upon the feasibility of your event? How will you ensure that all people involved in the event (including participants, marshals, spectators etc) are not breaking covid rules to attend?**

**Do you have a contingency plan for cancelling the event at short notice?**  
Please outline this plan here.

**Do you have a plan for welfare, sanitation and refreshments, bearing in mind that our toilets and other local welfare may be closed?**  
Please outline this plan here

**How will you mitigate impacts on the local communities?**

Please elaborate in your response

**How will you mitigate impacts on our operational colleagues and tenants?**

Please elaborate in your response:

**Bearing in mind our recreational sites are busier than they've ever been, how will you mitigate impacts on our everyday visitors? Please be mindful of congregation points and how any spectators (if allowed by Government and Governing Bodies) should be managed.** Please elaborate in your response.

**Please provide your risk assessment for Covid-19 as well as your risk assessment for the event itself**

## Event Notification Form ENF 1

<b>Event name</b>	
<b>Contact</b>	
<b>Position</b>	
<b>Address</b>	
<b>Tel</b>	
<b>Mob Tel</b>	
<b>E-mail</b>	
<b>Organisation details</b>	
<b>Website</b>	
<b>Type and Description of event</b>	
<b>Date of event</b>	
<b>Start Time</b>	
<b>Finish Time</b>	
<b>Location name of event:</b>	
<b>Location grid ref of event:</b>	
<b>Address of event:</b>	
<b>Route of event (map attached) Yes <input type="checkbox"/> No <input type="checkbox"/></b> <i>Supply a marked/annotated map or plan of the location of activities, routes, car parking, check points, etc.</i>	

<b>Attendance (due to covid19, we will need a definite number)</b>	
<b>Total actual numbers</b>	
<b>Participants</b>	
<b>Spectators</b>	
<b>Organisers</b>	
<b>Cars</b>	
<b>Others (type)</b>	<b>Others (number)</b>

**Has the event been run/held before? Yes  No**  (If Yes please supply details)

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**If the event has been run before, please outline any changes you've made for this year**

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**Is the event a private event? Yes  No**  (If Yes please supply details)

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**Is this a public participation event? Yes  No**  (If Yes please supply details)

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**Will the event supply or sell drink or food? Yes  No**

(If Yes please supply details)

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**Are you providing stewarding or require police presence? Yes  No**

(If Yes please supply details)

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**Are there any temporary structures, tents, barriers, advertising, waymarking, gazebos? Yes  No**  (If Yes please supply details **and a map**)

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**Is any equipment being used to manage the event? Yes  No**

(If Yes please supply details)

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**Do you have public liability insurance (minimum £5m) cover in place for this event? Yes  No**  (If Yes please supply a photocopy of insurance certificate)

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**Have you a risk assessment for the event/location/routes? Yes  No**

(If Yes please supply a copy. If No please explain when a copy will be available)

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**Is an Event Management Plan (including 'take down') supplied? Yes  No**

(If Yes please supply a copy. If No please explain when a copy will be available)

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**Are you following a governing body/association's national guidelines?**

**Yes**  **No**  (If Yes please supply details and which one)

**Is the event also being held on another's land? Yes**  **No**

(If Yes please supply details)

**Does the event have first aid provision? Yes**  **No**

(If Yes please supply details)

**Are contact details available for the person in charge on the day of the event? Yes**  **No**

(If Yes please supply details. If No please explain when they will be available)

**Do you have communications systems for emergencies? Yes**  **No**

(If Yes supply details. If No explain when they will be available)

**Do you plan to have welfare arrangements on site? Yes  No**

(If Yes supply details)

**What are the waste management arrangements? Please give details**

**Any other information relevant to the hosting of the event. Other safety measures, plans or considerations specific to the event in place?**

Please give details

**Will the event raise money for charity? If so, please can you make Yorkshire Water aware of the amount raised to help us better understand our land usage.**

Please give details

**What are the benefits to Yorkshire Water in allowing this event to progress?**

Please give details

**Are you competent to run this event?** Please give details

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**By signing below, you consent to Yorkshire Water sharing your contact details with relevant persons/bodies, such as Natural England and Park Rangers for the purposes of event management only.**

<b>Signed</b>	
<b>Date</b>	

**Please return this form to:** [philip.tennyson@yorkshirewater.co.uk](mailto:philip.tennyson@yorkshirewater.co.uk)

Please retain a copy for your records.